

# Course Description

## **Basic Skills in Emergency Management (G240-G242)**

This course consists of three modules that total 4 classroom days. It is designed for emergency management officials and their staff. The content reinforces existing skills and introduces management techniques required for building an emergency management system. The modules strengthen leadership and communication skills, facilitate decision making and problem solving. **PEM -PDS**

**Target Audience:** Local and private sector emergency management personnel who have a need to enhance and improve their skills in developing leadership and decision making skills.

### **COURSE MODULES:**

1. Leadership and Influence (2 days)
2. Decision Making in a crisis (1 day)
3. Effective Communications (1 day)

## **Disaster Response and Recovery Operations Course (G385)**

This three-day course covers the basic concepts and operational procedures and authorities involved in responding to a major disaster. Federal, state and local roles and responsibilities in major disaster recovery work are addressed. An overview is provided of disaster assistance programs and the special needs of both disaster victims, and disaster workers. **PEM - APS**

**Target Audience:** Emergency management coordinators, local assessors, public officials, building and equalization officers, state disaster staff, and private relief agencies.



## **Developing Volunteer Resources (G244)**

A one- day course designed to improve participants' ability to deal with a broad range of issues in the management of volunteer services, provided by organized groups and individuals. Issues include identification of tasks requiring volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategies that promote continued involvement and quality performance.

**PEM -PDS**

**Target Audience:** Local emergency management personnel and local volunteer groups who have a need to enhance and improve their skills in developing and managing volunteer resources.

## **Disaster for Related Needs of Seniors and Disabled (G250.3)**

This 1 day course is intended to increase awareness of the potential special needs of seniors and persons with disabilities before, during, and after a disaster. Awareness then is linked to the unique emergency preparedness and planning requirements to address those needs. **APS**

**Target Audience:** State and local emergency managers and other members of emergency services and community support groups & volunteers.



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### **Emergency Management Operations Course (Specific) (G110)**

This three-day course provides the opportunity for a specific community to improve operational capabilities and enhance their ability to manage emergencies through preparedness, response, recovery, and mitigation. The EMOC will also provide local government officials and key staff an opportunity to work together on the procedures, the emergency management system, and the emergency operation plan. It is designed to prepare the local entity, under simulated conditions, to execute their emergency operations.

**Target Audience:** *Invitation only for Ingham County 2002* - All members of the jurisdiction's Emergency Operations Center team, including department heads, agency heads, CEO's and administrators (managers, EOC clerical support, private industry representatives of an EOC,) and local media to simulate or play in the exercise.



### **Emergency Management Program Orientation (G616)**

This one-day workshop is designed to acquaint new emergency management coordinators/directors and staff with the duties and responsibilities of their positions and with the various emergency management programs at the state and federal levels.

**Target Audience:** Newly appointed emergency management coordinators and their assistants.

### **Emergency Operations Center Management (G275)**

This two-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers many aspects of properly locating and designing the EOC, how to staff, train and brief EOC personnel, and how to operate an EOC in various situations. **APS**

**Target Audience:** District coordinators, emergency program managers/coordinators, and other emergency management professional trainers.



### **Emergency Management for School Administrators (G636)**

This one-day workshop is designed to provide school officials and administrators with a comprehensive look at an all-hazard, community-based approach to school safety and conducting school exercises. The course will highlight "best practices" in Michigan and throughout the country. It will provide an opportunity for participants to examine various school hazards such as schoolplace violence, severe weather and hazard material events, as well as dealing with the media, before, during and after a crisis event.

**Target Audience:** Participation in this workshop is open to public, private and charter school personnel, administrators, athletic directors and community education/recreation directors, school safety officers and security personnel. It is also open to the local emergency program managers, the emergency response community and public officials in an effort to create a safe school environment.

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### **Emergency Planning Course** **(G235)**

This 2 day course provides participants with basic emergency planning principles which can be applied to various types of emergency planning. The application of these principles in community based planning, emergency site planning, special event planning, and operational planning will be covered. The interrelationship of emergency plans and the importance of the planning process will be emphasized. **PEM -PDS**

**Target Audience:** This course is intended for anyone involved in emergency planning or who is interested in learning the fundamental concepts involved in emergency planning.



### **Exercise Design/Evaluation Course** **(G120, G130)**

This three-day course provides knowledge and develops skills that will enable the participant to train staff and conduct an exercise that will test a community's plan and audit its operational response capability. In addition, participants will gain an understanding of the need for exercise evaluation and the available methodologies for evaluation. **PEM - PDS - MEP**

**Target Audience:** This course is intended for anyone with substantial involvement in emergency operations who will be responsible for managing the design and evaluation functions in emergency management exercises. It is recommended for those with responsibilities in local exercise programs, including emergency program managers and emergency services officials in the public and private sectors.

### **Exercise Design/Evaluation Course** **(G139, G130 updated)**

The new G139 Exercise Design Course and updated G130 Exercise Evaluation course will be offered as a "pilot course" in Michigan. This course will contain the exercise planning tools not included in the current G120 Exercise Design Course. The G130 course has been updated with new information and format. **By invitation only:**

**Target Audience:** This course is intended for exercise professionals from government, volunteer agencies, and private industry.

**Prerequisite:** The participant must have completed the G120/G130 Exercise Design/Evaluation course. MEP candidates are encouraged to apply.

### **Exercise Control/Simulation** **(G135)**

This 2 day course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full-scale exercises. **MEP**

**Target Audience:** This program will lead towards a certificate of completion for the Master Exercise Practitioner (MEP) Program. Participants should have substantial knowledge of emergency management operations and exercises.

### **Exercise Program Manager** **(G137)**

This two-day course provides knowledge, skills, and job aids to assist local, state, and federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade their comprehensive exercise program. **MEP**

**Target Audience:** This program will lead towards a certificate of completion for the Master Exercise Practitioner (MEP) Program. Participants should have substantial knowledge of emergency management operations and exercises.

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### **Evacuation Planning (G358)**

This one-and-a-half day course is designed to provide participants with the knowledge and skills needed to implement an evacuation and re-entry plan. It will focus on hazards that may require the evacuation of buildings, neighborhoods and possibly entire communities.

**Target Audience:** Emergency management coordinators and assistant coordinators/managers, law enforcement officials, fire officials, emergency medical services, elected officials, city/county managers, planners, volunteer groups and other emergency professionals responsible for evacuations. If possible, a three or four person team from a community is encouraged to attend.



### **Incident Command System/ Emergency Operations Center (ICS/EOC) Interface (G191)**

This one-day course is designed to enable participants to develop an ICS/EOC interface implementation strategy or action plan for their community. The course reviews the ICS and EOC models of emergency management operations including communication, coordination and chief executive decision making. It enhances knowledge and skills needed for clarifying roles, responsibilities, and relationships prior to a disaster through small and large group exercises. **PEM -APS**

**Target Audience:** State and local public officials with policy and decision making responsibilities in emergency management. Participants should have "operational experience" with ICS, EOC, or both.

### **Hazard Mitigation/ Comprehensive Plan Interface Course (G626)**

This two-day course is designed to enable participants to develop strategies to integrate hazard mitigation into the community comprehensive planning process. The goal is to increase the public official's understanding of the need to address mitigation issues early in the process. **PEM**

**Target Audience:** Elected and appointed city and county officials (city and county managers, mayors, county executives, legal council, city and county commissioners,) emergency management personnel and community planners.



### **Introduction to Emergency Management (G230)**

This three-day course provides information for individuals entering the profession or expanding their roles to have the ability to work with emergency management issues. An overview of the characteristics, functions, and resources of how various emergency management services work together. Emphasis will be placed on how this system is applied to all hazards and functions of emergency management. (Note: Formally Principles of Emergency Management) **PEM -PDS**

**Target Audience:** All persons involved in emergency management, including new emergency program managers, elected officials, public service personnel, managers, health professionals, emergency operations personnel, and community organization representatives from both the public and private sectors.

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## Public Officials Conference (G200) *(delivered on request)*

This one-to-three-hour conference is designed to acquaint county and municipal government officials with emergency management concepts. The responsibilities of elected and appointed officials with respect to emergencies and disasters are discussed. Specific community preparedness capabilities and liabilities issues are examined. Local emergency management coordinators **MAY REQUEST** a Public Officials Conference in their jurisdiction by contacting their respective district coordinator.

**Target Audience:** Elected and appointed officials, private industry, representatives and emergency relief workers.



## Leadership And Management: Decision Analysis (G660)

Emergency management is a rapidly changing environment that requires leaders with vision and dedication to direct organizations and people to accomplish goals. This one-day workshop will focus **decision making and analysis & M**

**Target Audience:** Open enrollment. It's required for those persons attempting to achieve the Leadership and Management certificate.



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# Emergency Management Workshops

## **Basic Public Information Officers (PIO) Workshop (G290)**

This two-day workshop is intended for the new or less experienced Public Information Officer (PIO). Its emphasis is on the basic skills and knowledge needed in emergency management activities. Topics include Role of the PIO in Emergency Management, News Release Writing, Conducting Awareness Campaigns, Public Speaking, Television Interviews, and Public Information Planning. **PEM**

**Target Audience:** Emergency management, fire service and law enforcement, who have responsibilities as Public Information Officers.



## **Donations Management (G288)**

This 2 day workshop is intended to prepare the participant in developing strategies and procedures for receiving donated goods/services from public and private sectors following a disaster. **APS**

**Target Audience:** Emergency management personnel and volunteer agency representatives who may be charged with the responsibility of managing a donated management operation.



## **Damage Assessment Workshop (G619)**

This one-day workshop is designed to provide the participants with an understanding of the damage assessment process. The workshop content includes exercises, group discussions, and familiarization with the documentation required for initiating the disaster/emergency declaration process. **PEM**

**Target Audience:** Emergency management coordinators, local assessors, building and equalization officers, and damage assessment personnel.



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## Emergency Management Workshops

### Exercise Control Simulator Workshop WEM (G250.8)

This 1 day workshop is designed to prepare individuals to function as exercise controllers and/or simulators. This course will provide job aids and opportunities to practice many skills needed to carry out exercise control/simulator assignments. Also, included are the formation and components of the Exercise Control Plan. Discussions and techniques on how to use the exercise control plan, forms, and procedures will be presented **MEP**  
**Prerequisite:** The exercise Design/Evaluation Course

**Target Audience:** Local emergency management coordinators, public officials, and private sector coordinators that are responsible for exercising plans and procedures, including exercise control activities, as part of a comprehensive exercise program.



### Exercise Evaluation Workshop WEM (G250.9)

This 1 day workshop is designed to prepare individuals to function as exercise evaluators. Participants will be provided with job aids, supplemental information, and opportunities to apply evaluator skills to evaluator assignments. Discussions and demonstrations on the use of the evaluation plan, data collection techniques, and identifying evaluation problems, are included in this course **MEP**  
**Prerequisites:** The Exercise Design/Evaluation Course

**Target Audience:** Local emergency management coordinators, their staff, public officials, private sector coordinators, who are responsible for exercising plans and procedures, including evaluation activities, as part of a comprehensive exercise program.

### Flood Fight Operations (G361)

This 2 day workshop designed to give emergency management personnel the necessary skills and knowledge to prepare for floods. The course will focus on floodplain management ordinances, regulations and policies using tools and techniques for effective flood management strategies. **APS**

**Target Audience:** Local emergency management coordinators, local floodplain management officials, building inspectors, zoning officials, and public works officials.



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# Independent Study Courses

## Independent Study Course List required for PEM and MEP programs.

IS-1 The Emergency Program Manager **PEM**

IS-7 A Citizen's Guide to Disaster Assistance **PEM**

IS-393 Introduction to Mitigation **PEM**

IS-120 An Orientation to Community Disaster Exercises **MEP- PEM**

IS-513 The Professional in Emergency Management **PEM**

## Study Course List

IS-1 Emergency Program Manager: An Orientation to the Position

IS-2 Emergency Preparedness, USA

IS-3 Radiological Emergency Management

IS-5 Hazardous Materials: A Citizen's Orientation

IS-7 A Citizen's Guide to Disaster Assistance

IS-8 Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699

IS-9 Managing Floodplain Development Through the National Flood Insurance Program (NFIP)

IS-10 Animals in Disaster - Module A Awareness and Preparedness

IS-11 Animals in Disaster - Module B Community Planning

IS-15 Special Events Contingency Planning for Public Safety Agencies

IS-120, An Orientation to Community Disaster Exercises

IS-195 Basic Incident Command System

IS-271 Anticipating Hazardous Weather & Community Risk

IS-275 The EOC's Role in Community Preparedness, Response and Recovery Activities

IS-279 Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures

IS-288 The Role of Voluntary Agencies in Emergency Management

IS-301 Radiological Emergency Response

IS-324 Community Hurricane Preparedness

IS-346 An Orientation to Hazardous Materials for Medical Personnel

IS-386 Introduction to Residential Coastal Construction

IS-393 Introduction to Mitigation

IS-394 Mitigation for Homeowners

IS-513 The Professional in Emergency Management

IS-600 Special Considerations for FEMA Public Assistance Projects

IS-630 Introduction to the Public Assistance Process

Q-534 Emergency Response to Terrorism (presented by the National Fire Academy-10 hours)

Materials for Independent Study courses can be requested from FEMA either by mail or the internet **<http://fema.gov/emi/crslist.htm>**:

Mail: 

FEMA Independent Study Program, Administrative Office, Emergency Management Institute, 16825 S. Seton Avenue, Emmitsburg, Maryland 21727

(301) 447-1000 or (800) 238-3358 Ext. 1200

**NOTE:** FINAL EXAMINATIONS ARE INCLUDED IN THE BACK OF EACH MANUAL.